



# **Departmental Quarterly Performance Report**

**Miami Dade County Homeless Trust**

**Reporting Period:  
FY 2002 - 2003  
Second Quarter**

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**MAJOR PERFORMANCE INITIATIVES**

*Describe Key Initiatives and Status* **Check all that apply**

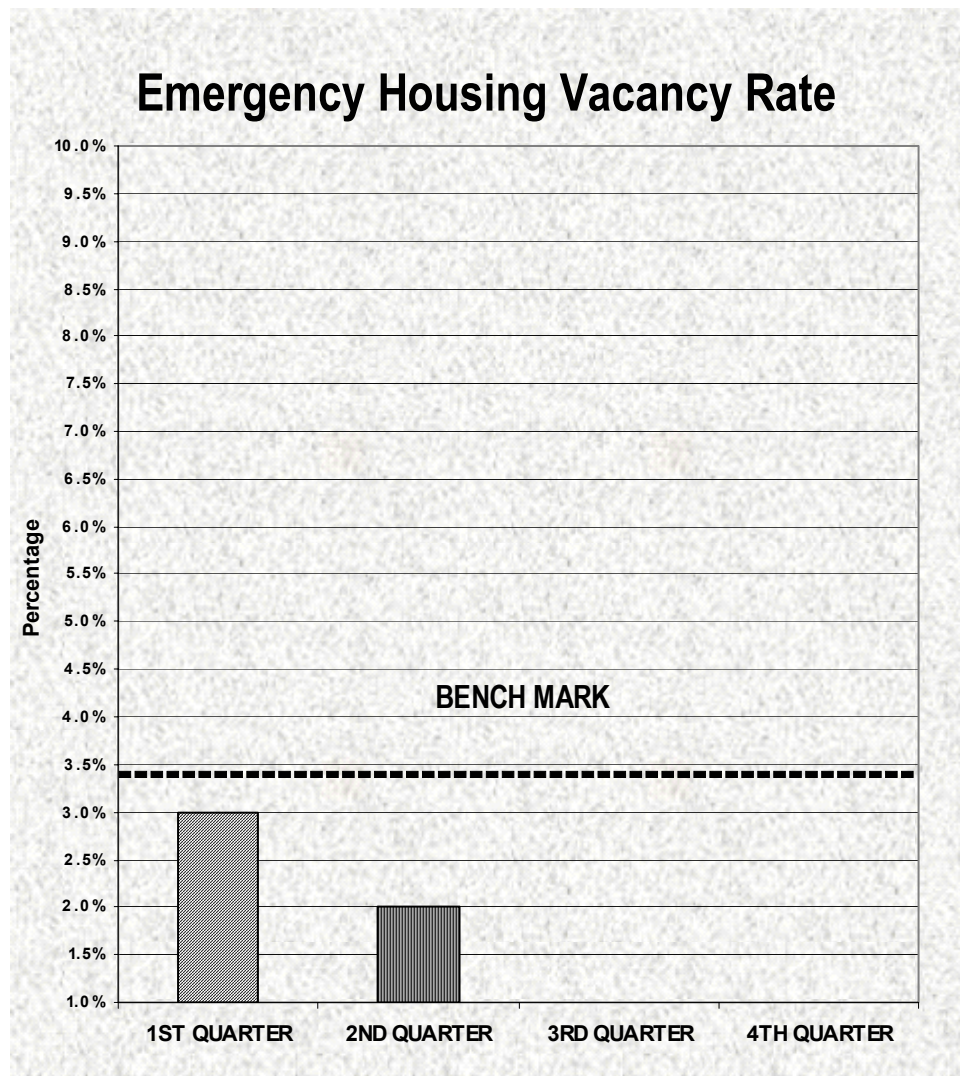
County Mgr. Priority (Circle One): **People** *Service Technology Fiscal Responsibility*

Increase access to and utilization of emergency housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted emergency housing providers by the end of the fiscal year to a level less than 3.5%.

**Performance Indicators:**

- Emergency shelter placements totaled 1,457 of homeless individuals for this quarter.
- The established goal for this quarter was exceeded as the vacancy rate was 1.5% less than the established goal. A lower vacancy rate is more beneficial and indicates maximum usage of available beds.

- ☐ Strategic Plan
- ☒ Business Plan
- ☐ Budgeted Priorities
- ☐ Customer Service
- ☐ ECC Project
- ☐ Workforce Dev.
- ☐ Audit Response
- ☐ Other \_\_\_\_\_  
(Describe)



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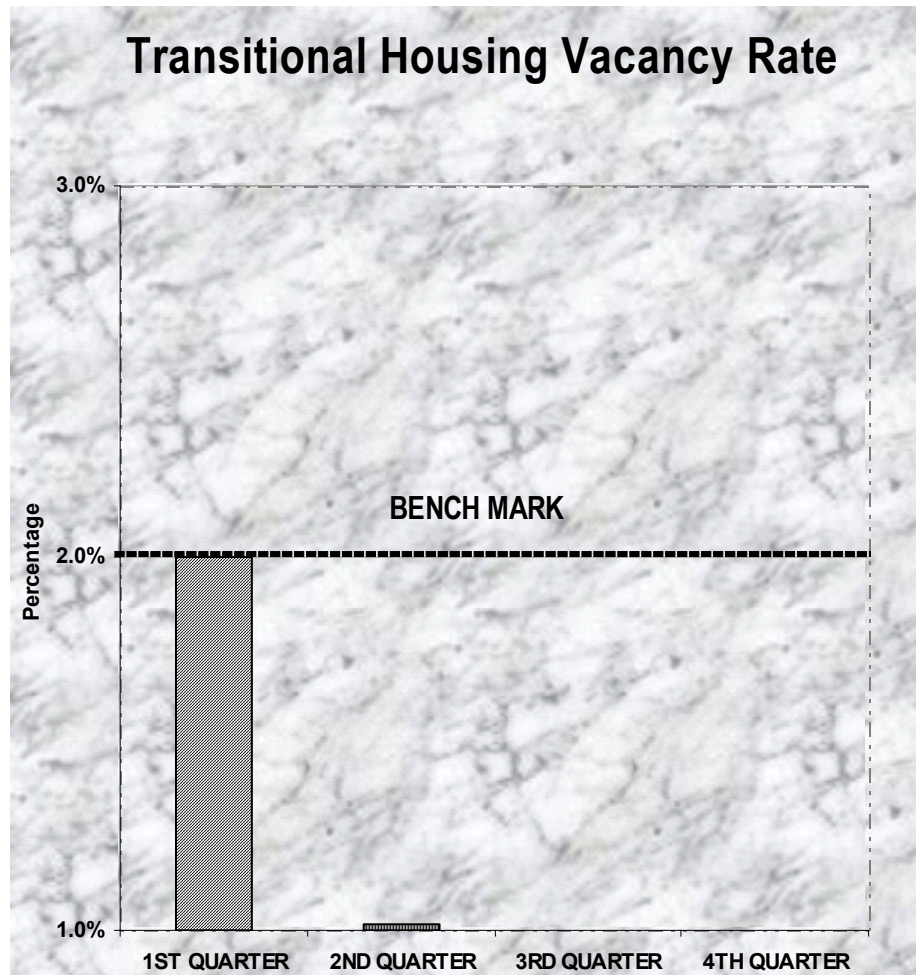
County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility

Increase access to and utilization of transitional housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted transitional housing providers by the end of the fiscal year to a level less than 2.0%.

## Performance Indicators:

- Due to the need for and utilization of transitional housing this quarter, the vacancy rate was at 1%, exceeding the established benchmark for this performance measure. A lower vacancy rate is more beneficial and indicates maximum usage of available beds.

☐ Strategic Plan  
☒ Business Plan  
☐ Budgeted Priorities  
☐ Customer Service  
☐ ECC Project  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)



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County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility

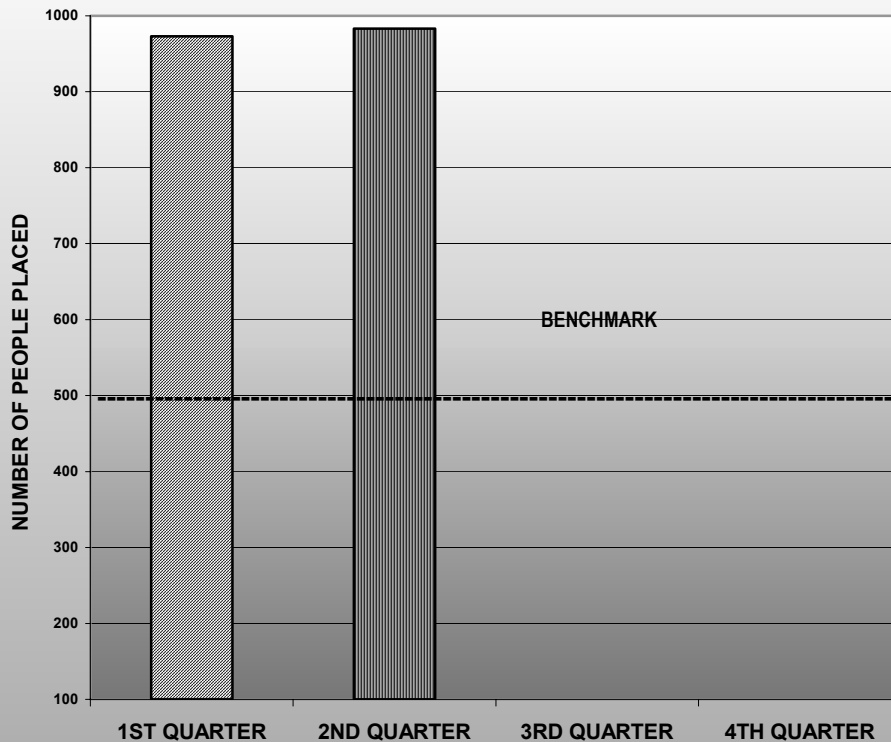
Increase access to and utilization of permanent housing units within the Homeless Continuum of Care. It is our goal to place a minimum of 510 formerly homeless individuals into permanent housing.

**Performance Indicators:**

- Performance for this quarter exceeded the established goal as there were 983 placements into permanent housing of formerly homeless individuals.

\_\_\_ Strategic Plan  
X Business Plan  
 \_\_\_ Budgeted Priorities  
 \_\_\_ Customer Service  
 \_\_\_ ECC Project  
 \_\_\_ Workforce Dev.  
 \_\_\_ Audit Response  
 \_\_\_ Other \_\_\_\_\_  
 (Describe)

**Permanent Housing Placements**



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**PERSONNEL SUMMARY**

***A. Filled/Vacancy Report***

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	10	12	12	0	11	1				

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:**

***B. Key Vacancies – The Grants Coordinator position was vacant as of the end of the second quarter. This occurred as the individual occupying the position was appointed to be the Acting Executive Director, to fill in for Ms. Fernandez who is on a temporary assignment in the Mayor’s office.***

***C. Turnover Issues – No turnover issues to report at this time.***

***D. Skill/Hiring Issues – No issues to report in this area.***

***E. Part-time, Temporary and Seasonal Personnel  
(Including the number of temporaries long-term with the Department)***

The department did not have any of these categories as of the end of the second quarter.

***F. Other Issues***

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**FINANCIAL SUMMARY**

(All Dollars in Thousands)

	PRIOR YEAR  Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
<b>Revenues</b>								
<b>Food &amp; Beverage</b>	\$8,122	\$7,600	\$1,900	\$2,173	\$3,800	\$3,477	\$(323)	46%
<b>U.S. HUD Grants</b>	\$11,595	\$11,158	\$2,789	\$5,151	\$5,579	\$10,380	\$4,801	93%
<b>U.S. DOL WTW Grants</b>	\$178	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>State Of Florida Grants</b>	\$1,486	\$414	\$103	\$64	\$207	\$255	\$48	61%
<b>Donations</b>	\$523	\$0	\$0	\$17	\$0	\$17	\$17	
<b>Interest Earnings</b>	\$65	\$75	\$19	\$10	\$38	\$18	\$(20)	24%
<b>Carryover</b>	\$2,473	\$1,331	\$0	\$0	\$1,331	\$2,625	\$1,294	197%
<b>Total</b>	\$24,442	\$20,578	\$4,811	\$7,415	\$10,955	\$16,772	\$5,817	82%
<b>Expense*</b>								
<b>Salary &amp; Fringe</b>	\$584	\$719	\$180	\$196	\$360	\$376	\$16	52%
<b>Other Operating</b>	\$21,232	\$19,854	\$4,630	\$5,874	\$10,593	\$10,632	\$0	54%
<b>Capital</b>	\$1	\$5	\$1	\$0	\$2	\$0	\$(2)	0%
<b>Total</b>	\$21,817	\$20,578	\$4,811	\$6,070	\$10,955	\$11,008	\$14	53%

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

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- 1) Food and Beverage tax proceeds were higher than budgeted as monthly collections have been growing at a higher than budgeted level.
- 2) U.S. HUD revenues were higher than budgeted due to increased reimbursements processed by MDHT and collection of prior year expenditures.
- 3) State Grant revenues were lower than budgeted due to delays in some projects getting on line.
- 4) Interest earnings are lower than budgeted due to marginal interest rates.
- 5) Carryover higher than budgeted.
- 6) Due to increased processing of reimbursements to providers program expenses were higher than budgeted for the quarter.
- 7) Capital equipment purchases (computers) were postponed until the second and third quarters of FY 02-03.

**Equity in pooled cash (for proprietary funds only)**

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	\$2,625	\$1,669	\$2,107		
<b>Total</b>	\$2,625	\$1,669	\$2,107		

**Comments:**

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

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***STATEMENT OF PROJECTION AND OUTLOOK***

**The Miami Dade County Homeless Trust projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses at the end of the fiscal year for an approximate year end carryover of \$2,107,000.**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

**This projection assumes a continued growth of the Food & Beverage Tax for a projected year end collection of approximately \$8,200,000. It is also assumed that no major un-budgeted repairs will be required at the Community Partnership For The Homeless (The Homeless Trust Private Sector Partner), Homeless Assistance Centers which the Trust would have to fund at a level of 60%.**

**DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature  
Department Director

Date \_\_\_\_\_